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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Asst. Chief, Admin, (Management)

DATE: 30 April 1953

FROM : [REDACTED] 25X1A

SUBJECT: Project re: Forms Control and Procedures

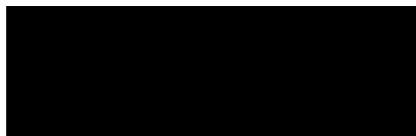
1. In compliance with your request for a survey of DDP forms control requirements, there is attached a report on my study, copies of [REDACTED] and a proposed text of a [REDACTED] published if the recommendations are accepted and approved.

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2. The study, for reasons explained therein, was expanded to include control over requests for reproduction service. If the recommended control over reproduction requests is not considered favorably, it will be a simple matter to take all reference to reproduction from the [REDACTED] leaving only the portions referring to forms control.

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